



FINAL Meeting Minutes

PARK ACQUISITION CORPORATION (PAC) BOARD

Marin Valley Mobile Country Club
100 Marin Valley Drive, Novato, CA 94949
and via Zoom Teleconferencing
Monday, November 3, 2025

ATTENDEES:

BOARD MEMBERS: John Hansen (President), Jay Shelfer (Vice President), Carol-Joy Harris (Secretary), Steve Plocher (Treasurer), and Brad Witherspoon (At Large)
OTHER: 20 other residents in person in the ballroom and 20 on Zoom

CALL TO ORDER, ROLL CALL

John called the meeting to order at 5:00 P.M., and roll call of the Board was taken.

APPROVAL OF FINAL AGENDA

The agenda was approved, 5-0. (Shelfer, Witherspoon)

PUBLIC COMMENT

Michele Rodriguez offered a public comment regarding PG&E's intention to work on the transformer near Fallen Leaf Way on December 5.

CONSENT CALENDAR

The minutes of the October 7 regular monthly PAC Board meeting and the closed session PAC Board meetings of October 10, 20, and 24 were approved as submitted, 5-0. (Harris, Witherspoon)

REPORTS

Jay reported on behalf of Management that the fifth round of tree work has been completed, leaving a small amount in that area of the budget for emergencies; that one more retaining wall has been completed; that one driveway has been repaired; that the V ditches have been cleaned in preparation for winter weather; that the quarterly sewer cleaning is completed; and that the street painting and striping throughout the Park is completed. PG&E has asked the City to change the pedestals that support street lighting in the Park. The City has awarded the contract to replace the clubhouse roof, and that work is slated for spring 2026. A public comment was added by John Feld.

For the Communications Committee, Carol-Joy reminded residents to carefully read the November 3 Resident Update and also the documents on the marinvalley.net website under “Park Documents,” then “PAC Purchase Documents.”

Brad and John reported that they, along with our attorney and CCCD liaison, have had two in-person meetings with Novato City staff and the City Attorney regarding the Exclusive Negotiating Agreement (ENA) between the PAC Board and the City. Brad and John outlined the steps the City is requiring of us and our responses. (See the documents mentioned above.) Public comments were added by Debra Stone, Ellen Jane Schulz, Sue Meyer, Tom Weeden, and David King.

Steve reported as Board Treasurer that PAC’s petty cash account is minimal, showing no change. Steve reported for the Finance Committee that the current debt service coverage ratio (DSCR) is currently about 1.77, which is well within what the bank loan requires.

Regarding funds for legal counsel and other costs related to possible purchase of the Park, Steve reported that we have successfully covered our expenses so far, but we will need to increase those funds as negotiations continue. Therefore, residents are encouraged to continue to donate to the PAC Legal Fund.

Bill Davis reported for the MVEST/Firewise Committee. The MVEST steering committee has not met recently. The application for MVMCC to maintain its status as a Firewise Community has been submitted.

John Feld reported for the Home Owners League (HOL) that their annual fundraising campaign was successful; that there will be a mahjong tournament in the clubhouse on November 6; that HOL’s monthly meeting will be on November 13; that there will be Hawaiian-themed concerts in the Fireside Room on November 16 and 21; and that HOL will hold a craft fair on December 14.

Carol-Joy reported for Mar Val President Carolyn Corry that the MVMCC Thanksgiving dinner sold out very quickly, but there is a waiting list. Cherrie Dougherty added that the leftover baked goods from Mar Val’s fundraiser, the Black Cat, were taken to the nearby Novato Fire District station, where the firefighters were happy to receive the donation.

OLD BUSINESS

The Board decided that the issue of political or religious activities within the clubhouse should be for the Policies Committee of the Marin Valley Cooperative, should it come to pass that the Park becomes resident-owned.

Bill Davis reported his findings concerning the lowering of the United States flag. For a private entity such as MVMCC, it is optional, except for a few Federal holidays. Bill recommended that the flag be lowered when a resident dies, as has happened historically, according to the wishes of the deceased and their family. The Board decided that this issue also should be taken up by the Policies Committee of the Marin Valley Cooperative.

NEW BUSINESS

None.

NEXT PAC MEETING

The next PAC Board meeting will be Tuesday, December 2 at 5:00 P.M.
Special meeting/s may be called in the interim.

ADJOURNMENT

The meeting was adjourned at 6:40 P.M.

Respectfully submitted,

Carol-Joy Harris
Secretary